

Highly Qualified Form

Veteran Secondary Teachers

Hired in a licensed position for which he/she is fully qualified* prior to July 1, 2005

_____ Name	_____ Degree Major
_____ School	_____ (Subject to be considered)

To become highly qualified in an “out of field” subject area, each teacher must meet state standards (endorsement) and verify:

“Major Equivalency,” 30 hours of college credit in endorsed subject area, **OR**

ETS Praxis II Content Test passing score, **OR**

Endorsement + 200 HOUSSSE points

Select the route to verify your highly qualified status by providing the information and documentation requested.

Route 1 - Major equivalency (30 semester/45 quarter hours)

Attach transcripts showing university credit, date, and number of hours in the content area. Transcript records shall be retained at district office. Please highlight the credits on the transcripts and record the total number of hours here.

(World language credits begin with 200/2000 level courses.)

Route 2 -ETS Test number & Title _____

Attach verification of the test score; verification to be retained at district office.

Score:

*Does not include Letters of Authorization, State Approved Endorsement Plan, or employment in a non-licensed position.

Route 3 - HOUSSE (High Objective Uniform State Standard of Evaluation)

The 200 HOUSSE points shall include a minimum of 6 semester hours of university or professional development credit, titled appropriately (title will refer to the content area in which you are seeking highly qualified status earned after the endorsement was awarded). Applicant may earn points by verifying up to three years of successful teaching in the endorsed subject earned after the endorsement was awarded. (35 points/year)

HOUSSE can be a combination of the following:

- a. **Professional development**, attach verification (please highlight)

Number of points (semester hours x 18 = ____.)

TOTAL

Number of points (quarter hours x 12 = ____.)

College/university content coursework, attach verification

(please highlight)

Number of points (semester hours x 18 = ____.)

TOTAL

Number of points (quarter hours x 12 = ____.)

- b. **Number of year(s) teaching in subject area.**

Number of years (1 TO 3) X 35 =

TOTAL

Principal's initial _____

- c. **Verification of end-of-year evaluation(s) in subject area.**

Human Resource initial _____

- d. **Year endorsement was awarded** _____

Total HOUSSE Points

GRAND TOTAL

Please submit this form and verification as soon as possible to your Human Resources Director. If more coursework is required, it must be completed and verification submitted to Human Resources prior to 5/1/06. All supporting documentation shall be retained at district office.

Employee's signature

Employee's CACTUS ID# or SS#

Principal's Signature

HR Director/designee Signature